Job Title: Strategic Alignment Manager
Job Type: Full-time
Job Location: Work in your home-based office
Hours per week: 40 hours
Salary: $50,000 annually
Application Deadline: June 8, 2020

Position Description: The Strategic Alignment Manager duties will include, but are not limited to, the following:

- Diversify and broaden donor base by soliciting donations, overseeing online and direct mail campaigns;
- Be the primary contact for 3rd party events to optimize fundraising revenue and provide effective stewarding;
- In conjunction with the Search and Rescue for Autism program manage the Fee for Service program;
- Implement, review and evaluate a strategic fundraising plan with the Executive Director;
- Participate in the development of new initiatives and overall strategy;
- Support the planning, implementation, and evaluation of the organization’s activities;
- Update policies as directed by the Executive Director and endorsed by the Board of Directors;
- Monitor and report on policies and procedures for compliance with Imagine Canada’s Standards Accreditation Program;
- Direct and monitor the activities of Autism Canada in a manner that ensures that its assets are safeguarded and optimized in the best interests of the members;
- Create an exceptional networking experience through positive interactions with donors, partners, volunteers, organizers and participants via phone, letters, and presentations;
- Create first draft of Board of Directors and Committee meeting minutes;
- Create data informed reports based on strategic plan deliverables and KPI descriptions.
This job offers a positive learning experience in a flexible environment for an important cause focused on individuals on the autism spectrum and their families.

Eligibility:
- Live in Toronto, with a home-based office
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- A Canadian citizen, permanent resident, or person on whom refugee status has been conferred;
- Comfortable and effective working independently in a remote environment;
- Driver’s license and access to a vehicle.

Experience, Education and Required Skills:
- 5 - 8 years of experience in fundraising and marketing;
- 5+ years of experience building and managing relationships;
- Post-secondary education or equivalent, ideally in a relevant field such as Fundraising, Project Management, Communications or Marketing
- Extensive experience in database management (Donor Perfect);
- Excellent interpersonal skills with a strong sense of diplomacy and demonstrated ability to build strong, collaborative relationships;
- Superior project management skills and ability to coordinate multiple priorities concurrently;
- Understanding of current and emerging best practices in stewardship and donor engagement;
- Ability to work independently, rise to new challenges, find creative solutions, and prioritize competing demands with unwavering commitment to detail;
- Proficient oral and written communication skills in English and French language skills considered a strong asset;
- Computer proficiency in using the MS Office suite;
- Demonstrated experience in the not-for-profit sector;
- Available to occasionally work flexible hours (including some evenings).
Supervision: The Executive Director will supervise the successful candidate.

Location: This position is ideally suited to a candidate who can work independently, is highly self-motivated and directed and can work from their home office and be able to travel as required.

About Autism Canada: Autism Canada has been the hub of knowledge and understanding about Autism Spectrum Disorders in Canada since 1976. Together with our counterparts across the country, Autism Canada collaboratively works to share expertise, build consensus and help inform public policy. In addition to encouraging the sharing of best practices across provincial boundaries, Autism Canada actively promotes national dialogue on the most effective strategies for building equitable access to funding and services. Autism Canada actively encourages the sharing of best practices and programs, and advocates passionately for Autistic Canadians, their families and caregivers.

For more information on Autism Canada, please visit our website http://www.autismcanada.org or social media.

Please email Barbara Patten at mailto:apply@autismcanada.org with your cover letter and resume.